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Chief, Management Staff

25 April 1958

Chief, Records Management Staff

Weekly Report - Week Ending 23 April 1958

1. Contributions

a. Tangible

- (1) The Records Center received 54 cu. ft. of inactive records from five Offices. One-hundred and twenty-three cu. ft. of inactive records were destroyed by the Center. This was 53 cu. ft. more than the weekly average since 1 January.
- (2) Completed eight new and revised forms.
- (3) Completed a subject-numeric filing system in the Special Projects Branch, OSI. This system provides a method of terminating files and already one cu. ft. of inactive records has been identified for retirement.
- (4) Completed Records Control Schedules for Operations Support Faculty and the Orientations and Briefing Officer of OTR.

b. Intangible

- (1) Recommended to the Building Planning Committee an increase in the size of secured areas for better utilization of shelf filing equipment.
- (2) Completed the evaluation of an Employee Suggestion and recommended its adoption for savings of \$126 in costs for printing the Security Check Sheet.

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) OTR - See 1a (4) above. Conversion of a secured area for central storage of OTR materials is also under way.
- (2) Office of the DD/S

b. Installation of Filing Systems

- (1) Office of Personnel Subject-Numeric Files - Installation in D/Pers. 60% complete.

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- (2) ORR Subject-Numeric Files - Installation started in Reference Branch, Library Division of the Geographic Area. One cu. ft. of inactive material destroyed.
- (3) Biographic Profile Files - Pocket file folder for improved filing operations tested and accepted.

c. Shelf File Installations

- (1) Map Library/ORR - Submission of requisition for shelving awaiting allocation of funds by Real Estate and Construction Division to secure area.
  - (2) CIA Library/ORR
  - (3) Acquisitions Branch Library/ORR
  - (4) Machine Records Division/Comptroller - Eight sections of records center type shelving being obtained for installation in Curie Hall.
- d. Records Management Survey, Office of the DCI - Preliminary survey completed except for the immediate office of the Director.
- e. Revision of Travel Order Form.
- f. Employee Suggestion PI 2856, Standard Form for Requesting Field Information for CI Staff Clearances.

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3. Assignments - Inactive

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- a. Security Office Shelf File - Telephone call from Mr. [REDACTED] indicates probability of action soon.
- b. Forms Management Survey, Printing Services Division.
- c. Survey of Vital Personnel Records.
- d. Graphics Register File Index

4. News

- a. Five Staff members attended the monthly ASPA luncheon meeting. Nine people from this Staff, two from NSC, and five from other offices attended the April 18th Interagency Records Administration Conference, "Management of Printing and Paperwork."

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- b. I am pleased with action being taken by personnel of OCR to improve their VM operations through better selection and scheduling of deposits.
- c. We are exploring several possibilities for using a new type of open shelving developed by the Diebold Corp. Called Add-A-Shelf, the equipment can be assembled and disassembled by office workers. Mr. [REDACTED] of the Building Planning Committee was particularly impressed with its potentiality.

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